

19 MAR 1980

MEMORANDUM FOR: Chief, Logistics Services Division, OL  
Chief, Printing and Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL

FROM:   
Executive Officer, OL

SUBJECT: Responses to Recent Audit of Office  
of Logistics

REFERENCE: Instruction No. LI 7-3 dtd 17 May 78,  
Subject: Office of Logistics Audit and  
Inspection Policy

All reports of audit on Office of Logistics Divisions  
have been received and forwarded to you for action and  
preparation of an appropriate response, if necessary.  
Please forward these responses via Plans and Programs  
Staff, OL, where a covering memorandum will be prepared  
for the Director of Logistics' signature. Thank you.

Distribution:

- 1 - Each Adsee
- 1 - OL/P&PS Official, w/att
- ✓ 1 - OL Files, w/att
- 1 - OL Reader, w/o att
- 1 - EO/OL Chrono, w/att

EO/OL:  (18 Mar 80)

OL 0 1235

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INSTRUCTION NO.  
LI 7-3

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MANAGEMENT  
17 May 1978

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SUBJECT: Office of Logistics Audit and Inspection Policy

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1. PURPOSE

This instruction establishes policy and assigns responsibilities pertaining to audits and inspections conducted by the Inspector General (IG) of the Office of Logistics (OL) and logistics support units in other Agency components. The instruction also establishes responsibilities for OL conducted audits and inspections within the office.

2. POLICY

- a. Audits are to be viewed as having positive benefit to OL and its operations. Offices being reviewed will cooperate fully with auditors and inspectors.
- b. Upon receipt of a formal review report, immediate action will be taken to implement the recommendations contained in the report, or to prepare an appropriate rebuttal.
- c. OL will provide comments and coordination in responding to actions and recommendations on logistics matters contained in audits and inspections of all Agency components.

3. RESPONSIBILITIES

- a. Director of Logistics (D/L)
  - (1) Receive the formal audit and inspection reports.
  - (2) Approve recommendations contained in the reports for implementation, or direct a rebuttal be prepared.
  - (3) Approve formal responses to audit and inspection reports.
- b. Plans and Programs Staff (P&PS)
  - (1) Serve as focal point for coordinating all audit and inspection activities affecting OL, except those

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conducted of procurement contract teams. Coordinate OL input to reviews of logistics support units outside OL.

- (2) Conduct periodic audits and inspections within OL of the logistics system and areas of specific concern as determined by the D/L.
- (3) Establish, in coordination with the office under review, completion or implementing dates for the D/L approved recommendations.
- (4) Assist divisions and staffs in preparing written responses to IG reviews.
- (5) Prepare internal review reports for release by the D/L.
- (6) Maintain, follow-up, and prepare progress reports for the D/L on approved recommendations.

c. Procurement Management Staff (PMS)

Carry out the responsibilities in paragraph b for audits and inspections conducted of the procurement contract teams.

d. Divisions, Staffs, and Procurement Contract Teams

- (1) Provide assistance to the auditors and inspectors conducting the reviews.
- (2) Work with P&PS and PMS in establishing meaningful completion dates for approved recommendations.
- (3) Provide written responses to reviews to the D/L. Replies concerning IG reviews are to be prepared for D/L release.
- (4) Implement approved actions.

[Redacted Signature Box]

JAMES H. MCDONALD  
Director of Logistics

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